



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

NURSING DIRECTOR, EDMOOR HOSPITAL

Class No. 004506

■ CLASSIFICATION PURPOSE

To plan, organize and direct long-term care, skilled nursing programs and services at the County's Edgemoor Hospital, and perform related work.

■ DISTINGUISHING CHARACTERISTICS

This is a one-position management level class found in the Health and Human Services Agency (HHS). Under general direction, the incumbent serves as director of a large staff of professional and paraprofessional nurses, providing skilled nursing care and services to adult/geriatric, sub-acute, terminal and/or rehabilitative patients at the County's Edgemoor Hospital. This class is distinguished from the Nursing Director, Sheriff's Detentions Facility in that the latter serves as a director of a large staff of professional and paraprofessional nurses providing medical nursing care and services to inmate patients at the detentions facilities.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Plans, organizes and directs skilled nursing care programs and activities.
2. Analyzes and evaluates the effectiveness of nursing care programs and services.
3. Develops and implements nursing care performance standards.
4. Assigns, reviews and evaluates the work of subordinate staff.
5. Oversees the development and delivery of in-service staff training programs.
6. Develops and implements policies and procedures pertaining to nursing programs and services, and ensures compliance with Federal, State and local laws and regulations governing long-term care skilled nursing facilities.
7. Coordinates nursing service activities with other departmental and community programs.
8. Plans, develops and monitors nursing program budget.
9. Prepares correspondence and reports.
10. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Medical and health care needs of adult/geriatric, sub-acute, terminal, and rehabilitative patients.
- Principles and practices of nursing care including infection control.
- Current medical procedures, medications and equipment.
- Emergency medical procedures.
- Principles and techniques of personnel management and administration including budget preparation.
- Federal, State and local laws and regulations related to patient care and hospital administration and specifically governing long term care skilled nursing facilities, including Federal Level A and B requirements, California Code of Regulations, Title 22, and Omnibus Budget Reconciliation Act regulations.

- Restorative nursing theory and practices.
- County structure, policies and procedures.
- Nursing services delivery systems.
- Public and private nursing service providers.
- Nursing education programs.
- Joint Commission on the Accreditation of Healthcare Organizations.
- Prospective Payment System; Medicare Part A.
- The General Management System in principle and in practice.
- County customer service objectives and strategies.

Skills and Abilities to:

- Plan, develop, implement, direct and supervise a large and comprehensive nursing program and nursing care activities.
- Assign, review and evaluate the work of subordinate staff.
- Implement policies and procedures.
- Establish and maintain cooperative working relationships with management, employees, employee representatives, community groups, professional organizations, and clinical/administrative personnel.
- Analyze data, identify appropriate solutions to problems and make logical decisions.
- Respond appropriately to emergency situations.
- Train staff in clinical and managerial competencies.
- Communicate effectively orally and in writing.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: five (5) years of recent registered nursing experience which includes at least two (2) years of experience providing long-term nursing care to geriatric patients, and two (2) years of experience in an administrative or full supervisory position in a large facility. A master's or bachelor's degree from an accredited college or university, or certified equivalency for foreign studies in nursing is highly desirable.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Frequent: sitting, repetitive use of hands, and continuous upward and downward flexion of the neck. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

Valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Valid California Registered Nurse license is required at the time of application and must be maintained throughout employment in this class.

Certification/Registration

Valid CPR card is required at time of application.

Working Conditions

Incumbent in this class may be required to work non-routine hours including some holidays, and/or weekends on site or on call. May be subjected to potentially violent patients and to communicable diseases.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbent appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).

New: February 17, 1994

Reviewed: Spring 2003

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Revised/Retitled: July 23, 2004 (From: Nursing Director, Edgemoor Geriatric Hospital)

Nursing Director, Edgemoor Hospital (Class No. 004506)

Union Code: MA

Variable Entry: Y